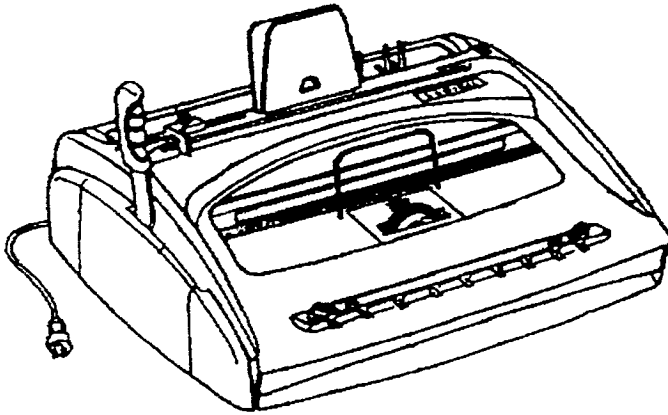


SECTION 4.0

WIREBIND™ 300

OPERATING INSTRUCTIONS



GBC® General Binding Corporation

WIRE PUNCHING AND BINDING MACHINE

WireBind™ 300

Assembly

Fit the binding lever ❶ onto the left-hand spindle of the machine and attach it using the enclosed screw. Fit the adjustable sheet rest ❷ on the edge of the punching throat ❸ and secure with the two screws. Clip the left-hand ❹ and right-hand ❺ casings onto the machine cover. Your binding machine is now ready for use.

Using the WireBind 300

Choice of Wire Binding element

- 1 - Choose the wire binding element to suit the number of sheets in the document to be bound using the table on page 2. You may also determine the size wire to use by lifting up on the wire size guide, ❶ placing the document down to the right of the wire size guide, pressing down on the guide and reading the size of the wire to use through the window of the guide.
- 2 - Turn the gray wire closing wheel ❸ to adjust the width of the wire closing mechanism to correspond to the wire binding element size you have selected. The red mark in the gauge should line up next to the binding element diameter you want to use.

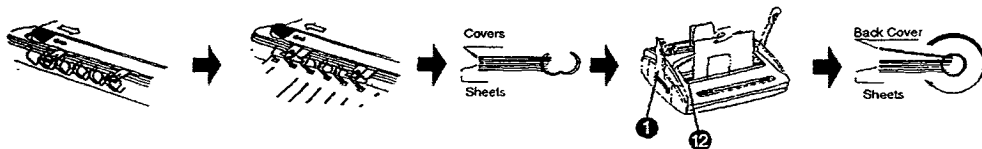
Punching

- 3 - Adjust the gray paper edge guide ❶ so the first and last holes in your punched paper are at an equal distance from each edge of the sheet. Refer to the square holes printed on the machine to assist you in getting the paper properly aligned. Test a piece of paper to set up the first time you punch.
- 4 - It is possible to release several of the punches by pulling up on the punch selector pins ❷. If pulled out, a hole will not punch in that location. This allows various paper sizes to be punched without nicking the edge.
- 5 - Insert a maximum of 17 sheets completely into the punch throat ❸ aligning the edge of the paper against the gray paper edge guide.
- 6 - Turn the punch on by depressing the on/off switch ❹. Depress the punch button ❺ to punch the sheets.

Binding

- 7 - Place the wide loops of the wire binding element over the metal wire element holder ❷ located on the front of the machine. Push the holder to the right (as shown below) to secure the wire in place. The wire binding element will now be in position with the narrow loops closest to you facing upward.
- 8 - Place the punched sheets on the narrow loops of the wire binding element. The first page of the document should be the last page inserted onto the wire before the covers and should be facing up toward you. Insert the front cover facing up and then place the back cover with the back of it face-to-face with the front cover. Push the wire element holder back to the left to release the wire. Carefully remove the document from the metal hooks by holding the wire binding element on both ends and lifting up.
- 9 - Lay your document in the closing mechanism ❺, making sure the open wire end is perfectly flat against the bottom of the surface. Pull down the binding lever ❶ completely to close the wire binding element.
- 10 - Take the document out of the machine and rotate the back cover 360° to complete the document.

NOTE: Periodically check the paper chip tray ❸ by pulling it forward and emptying.



ELECTRICAL SAFEGUARDS

- The WireBind 300 must be connected to a supply voltage corresponding to the electrical rating of the machine as indicated.
- Unplug the WireBind 300 before moving it, or when it is not in use for an extended period of time.
- Do not operate with a damaged supply cord or plug, after it malfunctions, or after it has been damaged in any manner.
- Do not overload electrical outlets beyond their capacity as this can result in fire or electrical shock.
- Do not alter attachment plug. Plug is configured for the appropriate electrical supply.
- The unit is intended for indoor use only.
- Never push objects into this product through cabinet slots. Do not spill liquid of any kind on this product.

SERVICE

- Do not attempt to service or repair the WIRE BIND 300 yourself. Unplug the unit and contact an authorized GBC service representative for any required repairs.

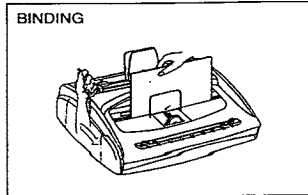
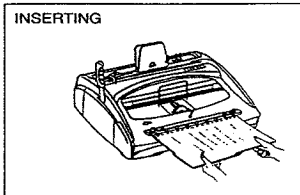
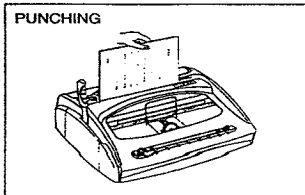
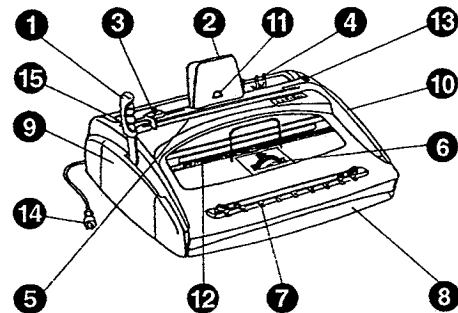
CLEANING

- ▲ **CAUTION:** Unplug this product before cleaning.
- Wipe exterior only with a damp cloth. Do not use detergents or solvents.

IMPORTANT SAFETY INSTRUCTIONS

Your safety as well as the safety of others is important to GBC. In this instruction manual and on the product are important safety messages. Read these messages carefully.

- ▲ The safety alert symbol precedes each safety message in this instruction manual. This symbol indicates a potential personal safety hazard that could hurt you or others, as well as cause product damage or property damage.



WARNING

Electrical shock hazard.
Do not open. No user serviceable parts inside.
Refer servicing to qualified service personnel.

The following warning is found on the bottom of the product.

This safety message means that you could be seriously hurt or killed if you open the product and expose yourself to hazardous voltage. The following ISO and IEC symbols appear on this product, and their meaning is as follows:

- I This is the "ON" or "ENERGIZED" position of the power switch.
- O This is the "OFF" or "DE ENERGIZED" position of the power switch.



This is the Punch Button.

IMPORTANT SAFEGUARDS

- ▲ **Warning:** for your protection do not connect the GBC to electrical power until you read these instructions completely. Keep these instructions in a convenient location for future reference, to guard against injury, the following basic safety precautions must be observed in the set-up and use of this product.

- ▲ **Warning:** the socket-outlet shall be installed near the equipment and shall be easily accessible.

GENERAL SAFEGUARDS

- Use the GBC WireBind 300 only for its intended purpose of binding documents according to the indicated specifications.
- Do not place anything in the throat opening of the machine other than paper and cover stock.
- Place unit on a secure, stable work area to prevent the machine falling and possibly causing personal injury and damage to the unit.
- Turn unit off when not in use for an extended period of time.
- Follow all warnings and instructions marked on the product.

- 1 - Binding Lever
- 2 - Adjustable Sheet Rest
- 3 - Edge Guide
- 4 - Punch Selector Pins
- 5 - Punching Throat
- 6 - Wire Closing Wheel
- 7 - Wire Element Holder
- 8 - Paper Chip Tray
- 9 - Left-Hand Casing
- 10 - Right-Hand Casing
- 11 - Wire Size Guide
- 12 - Closing Mechanism
- 13 - On/Off Switch
- 14 - Power Cord
- 15 - Punch Button

Wire Binding Size Guide	
1/4" up to 46 sheets	7/16" 93 sheets
5/16" up to 62 sheets	1/2" 109 sheets
3/8" up to 78 sheets	9/16" 125 sheets

WireBind 300 Technical Specifications	
Maximum Binding Length	13,3 inches
Punching Capacity	17 sheets
Number of Punches	38
Maximum Wire Size	9/16"
Dimensions (H x D x W)	6 ^{1/4} " x 18 ^{1/8} " x 17 ^{1/2} "
Weight	48,5 lbs
Warranty	90 days